

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY11-013 AGR-AIR

1 December 2010

POSITION: Aviation Resource Management Craftsman, AFSC 1C0X2 (ILO Aviation Resource Management Specialist, GS-09, FC 13C100, PDCN 90093000, SPMD FK6R). Unit of Assignment: 154<sup>th</sup> Operations Support Squadron.  
**(To establish a list of eligibles.)**

STATUS: \*Full-Time Military Duty (Title 32, USC 502(f))  
**(Indefinite Appointment - See Notes to Applicants)**

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 4 January 2011

AREA OF

CONSIDERATION: Permanent on-board AGR members of the Hawaii Air National Guard (excluding those in fenced positions) in the grade of SSgt (E5) to MSgt (E7).  
**(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES: This position is located in the Air Operations Division of an Air National Guard Aviation Wing. The purpose of this position is to plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. Interprets and administers laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement to Aircrew Incentive Pay (ACIP), Career Enlisted Force Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP, parachutist duty)) on all aviation related duties for personnel assigned to the Air National Guard unit. Controls, and monitors the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight. Develops and implements unique applications programs using base-level computers to meet the specific needs of the unit. Performs Flight Services Specialist work within the Air Operations Division which is responsible for coordinating and maintaining liaisons with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. Performs other duties as assigned. Additional details of the duties and responsibilities are contained in the applicable position description (PDCN 90093000) located in the Human Resources Office.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Below are the KSAs for this position. Each applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided the KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position.

**Failure to include attachment of the KSA Statement will result in your application not being considered for employment.**

1. Knowledge in interpreting and applying aviation management policies.
2. Skilled in scheduling aircrew training and other aviation functions.
3. Ability to communicate effectively with others in coordinating and negotiating, both orally and in writing, to resolve differences/problems.
4. Assigns, directs and coordinates work which includes planning and organizing.
5. Knowledge in interpreting and applying aviation incentive pay policies and procedures.

**ADDITIONAL QUALIFICATIONS REQUIRED:**

1. Must possess an awarded 5-skill level or higher AFSC in the 1C0X2 career field.
2. Must possess a SECRET clearance.

**AGR APPLICATION PROCEDURES:** The following must be submitted:

1. OF 612 (Optional Application for Federal Employment); **OR** a signed resume; **OR** any other written format with signature. **Signature on the application must be an “original” signature and not just a “copy” of the signature.**
2. Documents of last performance appraisal. If the performance appraisals are not available, documents of past civilian performance, letter of commendations, and/or military performance may be submitted. These documents will be evaluated as part of the selection process.
3. Copy of a current (within the past year) ANG Fitness Assessment Results. If not available, explanation must be provided, i.e., documentation, medical deferral, etc.
4. A printed copy of your Records Review which can be obtained from the vMPF (AF Portal: Login Page).

**Failure to provide supporting documents will result in a non-eligible/non-qualified determination which will cause you to lose consideration for this position.**

Each applicant is responsible for ensuring that the application and all other forms and supporting documents are submitted by the closing date to: TAG Hawaii (HIHRO), 3949 Diamond Head Road, Honolulu, HI 96816-4495, or to the HRO Liaison (154 FSS), Hickam AFB, HI 96853-5403.

Errors; omissions of information; applications completed in pencil or unsigned; those with just a “copy” of the signature; and those that are late due to the mail system will not be considered.

Applications postmarked (by the U.S. Postal Service) on or before the closing date of the JVA will be accepted. Federal law prohibits the use of government envelopes, postage, or facsimile (FAX) to submit an application. Applications received in such manner will not be accepted and will be returned.

NOTES TO APPLICANTS:

**1. Unless specifically stated on this Job Vacancy Announcement, no waivers will be authorized.**

2. The maximum military grade is subject to authorization by the National Guard Bureau and vacancy on the unit manning document (UMD).

3. On-board HIANG AGR members must be in their current position for a minimum of 24 months to be eligible for reassignment to a new position. The Adjutant General (HITAG) may approve waivers in exceptional circumstances.

4. Applicants who exceed the military grade specified in the Area of Consideration must indicate, on the application form, a willingness to be administratively reduced in grade; otherwise, they will be ineligible for consideration.

5. Applicants may be screened and evaluated on military attributes directly related to the compatible military position required to be assigned into, such as, but not limited to, military bearing, leadership, or ability to work with others (teamwork) in a military environment.

6. The purpose of this announcement is to establish a list of eligibles. Eligibles on this list will be given automatic consideration for identical position vacancies occurring during the six-month period following the close of this announcement.

**\*7. This position is also being announced for fill in an Excepted Service (Enlisted) status. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, see JOB VACANCY ANNOUNCEMENT FY11-013.**

**8. (Indefinite Appointment) This type of appointment is expected to extend beyond one year. Separation will be preceded by a 30-day notice when services are no longer needed. Permanent on-board AGR members will remain on permanent status if selected.**

(NGHI-HRO)

HAWAII AIR NATIONAL GUARD  
ACTIVE GUARD/RESERVE (AGR) PROGRAM

1. GOVERNING DIRECTIVE: ANGI 36-101, 3 May 2002.

2. GENERAL POLICIES:

a. Conditions of Employment

(1) Must maintain appropriate military membership in a Hawaii Air National Guard (HIANG) military unit by which employed.

(2) Must be assigned to the Duty Air Force Specialty Code (DAFSC) compatible with the full-time requirement as reflected on the unit manning document (UMD) on date of employment.

(3) Duties of AGR personnel will be governed by the functions inherent to the AGR positions they occupy on the UMD and the DAFSC.

(4) Will perform a minimum of forty hours of duty per week. Regular or alternate work schedules, as approved by TAG, should not deviate from those approved for military technicians. Will participate with unit of assignment during unit training assemblies or equivalent periods of duty. Will also be available to participate in annual training periods, deployments, and exercises, when required.

(5) Military technicians selected for full-time AGR tours will be separated/terminated from their technician positions. Such separations/terminations will be effective after use of military leave.

(6) Incumbent is subject to state military justice procedures and statutes, and civil laws and statutes, as appropriate.

b. Military/Technician Grade Comparability: The AGR/military technician grade comparability table will be used to determine the maximum AGR grade authorized for each position on the UMD. Accordingly, individuals may not enter on AGR duty above the maximum military duty grade authorized for the fulltime position.

c. AGR Controlled Grade Ceilings: The controlled grade ceilings provided by NGB/A1 are the maximum available for use by the state. All restorations, promotions and new hires must be accommodated within these controlled grade ceilings.

d. Promotion: Promotion of officers and enlisted military duty personnel will be in accordance with existing ANG promotion policies. Further, such promotions must be within the established AGR end strength, grade ceilings, and not be above the maximum grade authorized for the full-time position.

e. Restoration Rights: Military technicians who separate from technician employment to enter into the AGR program have restoration rights. Permanent on-board AGR members who enter a statutory tour (Title 10) have restoration rights upon satisfactory completion of their Title 10 tour, not to exceed five years. Also, AGR members selected for recruiting and retention duty have restoration rights IAW ANGI 36-101, paragraph 2.5.

f. Entitlements: AGR personnel and their dependents are entitled to most benefits provided by law to personnel on active duty in Federal service. However, for the purpose of Title 38 USC, Veterans' Benefits, service in a fulltime military duty status under Title 32 USC 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. The VA determines all questions of entitlements to benefits under Title 38.

3. BASIC ELIGIBILITY REQUIREMENTS:

a. Should be able to complete 20 years of active federal service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.

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- b. Must not have been previously separated for cause from active duty or a previous AGR tour.
  - c. Must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continued Military Service. Such medical examinations must be conducted not more than 36 months prior to entry on AGR duty. An HIV test must be completed prior to the tour start date (cannot be more than six months old). Personnel age 40 and above must have a Risk Index calculated IAW AFI 48-123. If the Risk Index exceeds 10,000 then the individual will be required to have a stress EKG. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
  - d. Pregnant females are eligible to apply for full-time military duty (AGR) tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering on the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired and the State Air Surgeon medically clears them.
  - e. Must have sufficient retainability to complete the AGR tour of duty. The tour cannot extend beyond an enlisted member's expiration term of service (ETS) date. Officers will not be retained in AGR status beyond the officer's mandatory separation date (MSD) for Lt Col and above.
  - f. Must not be eligible for or be receiving an immediate Federal (military or civilian) retirement annuity.
  - g. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
  - h. Grade inversion is detrimental to the military nature of the ANG and is not authorized.
  - i. Applicants must be within the stated "Area of Consideration" as of the close of the announcement.
4. EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regard to race, religion, sex, color, national origin, political affiliation, marital status, non-disqualifying age or disability.
5. RETRAINING: [APPLICABLE ONLY IF ALLOWED BY JOB VACANCY ANNOUNCEMENT.]  
Enlisted members currently serving in permanent full-time AGR status may be selected for a vacant full-time position without an awarded 3-skill level in a compatible duty AFSC subject to the following restrictions:
- a. If the full-time position requires a mandatory training school for the award of the 3-level AFSC, the member may be assigned to the new full-time position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC. If the member fails to successfully complete the required formal training or fails to attend the first available course through circumstances over which the individual has control, the individual must be reassigned to a full-time position for which qualified or be removed from AGR status.
  - b. The individual must continue to progress in training IAW AFI 36-2201 and AFI 36-2101 to a skill level compatible with their full-time assignment. Members who do not progress to the next skill level will be reassigned to a full-time position for which qualified or will be removed from AGR status.
  - c. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the full-time position.